

REQUEST FOR PROPOSALS
for
FLORIDA SPACEPORT SYSTEM PLAN
RFP-SF-27-0-2012/MB

Issue Date: February 1, 2012
Due Date: March 1, 2012
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Introduction: Space Florida, an independent special district, a body politic and corporate and a subdivision of the State of Florida, is dedicated to fostering the growth and development of a sustainable and world-leading aerospace industry in the State. Space Florida shall promote aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs.

Purpose: Space Florida is soliciting competitive written proposals to develop a Spaceport System Plan that offers information and guidance to determine the extent, type, and nature of infrastructure development needed to position Florida for growth and to provide the State with the competitive edge for capturing new and diversified aerospace business.

RFP Project Coordinator: Upon release of this RFP, all Vendors' communications concerning this RFP should be directed **in writing** to the RFP Project Coordinator listed below.

Name: Debbie Hebert
Address: MS: SPFL
Bldg. M6-306; Room 9030
Kennedy Space Center, FL 32899
Telephone: 321-730-5301, Extension 256
E-Mail: dhebert@spaceflorida.gov

Prospective Vendors shall not contact, communicate with, or discuss any matter relating in any way to this RFP with any Space Florida employee or Space Florida Board or Committee Member, other than the RFP Coordinator. Any such communication initiated by a prospective Vendor may be grounds for disqualifying the prospective Vendor from consideration for award of this RFP.

Background Information: With the emergence of commercial space and the spaceport licensing of Cecil Spaceport there is a need for a statewide spaceport system plan to facilitate coordination of spaceport infrastructure development and transportation facilities funding. The current plan, [*Space Florida Spaceport Master Plan 2010*](#), was heavily oriented toward a post Shuttle era and did not anticipate the immediacy of a shift to commercial operations for low earth orbit cargo and crew delivery missions.

Services Required: Space Florida is seeking professional services of a planning firm, joint venture, or team for statewide spaceport system planning including studies, investigations, tests, evaluations, consultations, comprehensive planning, conceptual designs, and financial analysis in accordance with the Purpose referred to above providing the following Scope of Services:.

Scope of Services: This scope of services is not intended to be all inclusive of the services to be performed but is provided to outline a general scope and to emphasize particular areas of the system plan requiring additional diligence by the Vendor selected.

The spaceport system plan will address current and future intermodal requirements of launch ranges, spaceports, and other space transportation facilities for a wide range of vertical and horizontal launch vehicles including heavy lift, International Space Station resupply crew and cargo, air launch, reusable launch, and unmanned aerial vehicles for military, civil and commercial use.

It will include a survey of existing and projected assets that could be made available to aerospace companies, and their partners in the supply chain, considering locating their operations in Florida. Current and anticipated statewide space industry needs, infrastructure priorities, policy recommendations for governance and system coordination, and funding levels required to meet these needs will be identified.

The plan will be developed in accordance with [Section 331.360, Florida Statutes](#) which outlines the primary goals and objectives of Florida's spaceport master planning process, the roles of Space Florida and the Florida Department of Transportation, and the application of spaceport plans to direct future policy and funding.

The planning process and reporting will be consistent with FDOT transportation system planning efforts including the [2060 Florida Transportation Plan](#), [Florida's Strategic Intermodal System Plan](#), and other transportation system plans such as aviation, rail, and seaport system plans.

In order to align with the planning and funding cycles of the Florida Department of Transportation and the Florida Legislature, the analysis of policies and funding will require a two step process. The first step will be a review and recommendations for immediate policy changes and identification of funding priorities for inclusion in the development of the 2014-18 five-year work program and will consider recommendations for the 2013 legislative session.

The second phase will provide longer term recommendations based on a review of existing State and Federal spaceport literature, reports, and recommendations. It will also include an analysis of laws, statutes, policies, procedures and funding of competitive spaceports in the U.S. and other countries.

Because the Federal Aviation Administration (FAA) is responsible for future spaceport system development and licensing it is in the State's best interest to align its planning process with FAA guidelines. The spaceport systems plan will be developed using the FAA Advisory Circular AC No: 150/5070-7, [The Airport System Planning Process](#), as a framework and will include an analysis of modifications or additions needed to address the unique characteristics of spaceports.

This solicitation will result in a Fixed Price Contract not to exceed \$250,000 (Two hundred fifty thousand dollars).

The term, upon successful contract approvals and negotiation, shall be from the date of contract execution through June 30, 2013.

Instructions to Vendors: All proposals/responses must be received by Space Florida no later than 3:00 p.m. (EST) on **March 1, 2012**. Proposals must be sealed in one package and clearly labeled **“REQUEST FOR PROPOSAL FOR FLORIDA SPACEPORT SYSTEM PLAN, RFP-SF-27-0-2012/MB”** on the outside of the package. The Vendor is responsible for timely delivery of proposal/response to an agent of Space Florida at the address below:

Space Florida
Attn: Debbie Hebert
MS: SPFL, Bldg. M6-206; Room 9030
Kennedy Space Center, FL 32899

All proposals must be signed by an officer or employee having authority to legally bind the Vendor.

Vendors should become familiar with any local conditions, which may, in any manner, affect the services required. The Vendor is required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to the lack of knowledge of required conditions.

All information submitted will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All proposals and accompanying documentation will become the property of Space Florida and will not be returned.

Proposals received later than the submittal due date will not be considered. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will not be accepted.

Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn prior to the date and time proposals are due, will constitute an irrevocable offer, for a period of ninety (90) days, to provide Space Florida with the services as specific in the proposal.

Preliminary Schedule: These dates are estimates only and are subject to change by Space Florida.

Event	Date	Time
RFP Posted on Space Florida Website	February 1, 2012	3:00 p.m.
Published in Florida Today	February 1, 2012	N/A
Question Submission Deadline*	February 8, 2012	3:00 p.m.
Answer to Questions Posted	February 13, 2012	3:00 p.m.
Proposals Due	March 1, 2012	3:00 p.m.
Proposals Evaluated (Part 1 & 2)	March 7, 2012	N/A
Inform Vendors of Interview and Time	March 8, 2012	N/A

Interviews	March 12, 2012	1:00 to 5:00 p.m.
Final Evaluation (Part 3)	March 13, 2012	N/A
Contract Negotiations	March 16, 2012	N/A
Tentative Date to Award Contract	April 2, 2012	N/A

*All questions must be submitted in writing to the Contracts Coordinator, Debbie Hebert at dhebert@spaceflorida.gov. All answers will be posted to the Space Florida website.

Submittal Instructions: The proposal must be submitted on 8-1/2" X 11" paper, 12-point font, numbered, typewritten, with headings, sections, and sub-sections that directly correlate/address specifically ALL required submittal information in their respective order identified below. Interested Vendors must submit five (5) hard copies and one (1) soft copy on a USB flash drive in Microsoft Word (.doc) and Adobe Acrobat (.pdf) format.

The proposal is limited to 57, one-sided pages. Permitted exclusions to the proposal page limit are: Front and Back pages, Title page, Table of Contents, Index or Divider Inserts, all other information submitted will be included in the total page count.

A. Title Page: Identify the RFP subject, RFP number, name of Vendor, Vendor's address, phone and facsimile number, primary point of contact, primary point of contact's title, mailing address, e-mail address for receipt of notifications, and date of submittal.

B. Table of Contents: Provide identification of the material by section and by page number.
(1 page total)

C. Letter of Transmittal: Briefly state the understanding of the Vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. Include the following:

- Type of business (sole proprietorship, partnership, corporation, etc.); and
- State of incorporation; and if the entity is a certified minority business
- Headquarters location and if any offices are located in the State of Florida; and
- Include the names and contact information of the persons who will be authorized to make representations for the Vendor; and
- Be signed by a representative who is authorized to contractually bind the Vendor and include the agent's title or authority.

(2 pages maximum)

D. Profile and Qualifications: Experience and qualifications of the firm and staff.

1. **Lead Organization Description:** Give a brief history of the organizational structure of the firm, including the organization's date of inception. Indicate number of employees, and identify if the firm has a minority, women, and/or service disabled veteran business status with the State of Florida. Indicate financial soundness and stability of firm. If available, provide a web address for the firm.
2. **Previous Experience:** Current/past performance of lead organization in similar activities. Past experience in airport and/or spaceport master planning will be of particular interest.

3. **Qualifications of Subcontractors:** Describe background/qualifications of subcontractors (if any), subcontractor assignments, and percentage of subcontractor involvement. If available, provide web addresses for the subcontractors.

(10 pages maximum for Sections D1, D2, and D3 combined)

4. **Core Competency:** Describe the firm's single distinctive competency and include the three top factors, which the Vendor believes are key for a successful relationship.

(3 pages maximum)

5. **Key Personnel:** Provide biographies/resumes of proposed project lead and other key members of the staff/team that will be assigned to this effort. The biographies shall include their position, years of experience, and similar success to Space Florida's requirements. Include an organization chart clearly identifying key personnel, their functional role, the firm they are employed by, and their primary work location.

(15 pages maximum with a limit of one (1) page for each biography/resume plus up to two (2) pages for the organization chart)

6. **Conflict of Interest:** Indicate any potential conflicts of interest with Space Florida.

(1 page)

E. Scope of Services: Each proposal should address, at a minimum, a description of the Vendor's approach to completing the Scope of Services and any comments or recommendations regarding the contents of the Scope of Services.

1. **Spaceport Planning Process:** Provide a detailed description of the proposed approach and methodology to plan preparation, relevant activities, participation of key personnel, interface and communication with Space Florida, involvement of key constituents, management of information, milestone dates, schedule of proposed deliverables, and any other relevant information regarding the process of developing the spaceport systems plan.
2. **Spaceport System Plan Report:** Outline a proposed table of contents for the final, written Spaceport System Plan document and provide a description of elements to be included in each section.

(25 pages maximum for Sections E1 and E2 combined)

Selection of Vendor Using Competitive Negotiations: Space Florida shall use a competitive negotiation process (section 287.055 of the *Florida Statutes*) in selecting the Vendor. Vendor proposals shall be evaluated by Space Florida. Three or more Vendors deemed as best suited and qualified shall be selected by a committee of at least three (3) Space Florida representatives or members of the Space Florida Board of Directors for discussions and/or presentations, ranking, and subsequent negotiations with the highest ranked Vendor.

Evaluation Criteria: Vendors will be evaluated on the following criteria:

- A. Qualifications/Experience/Financial Soundness: Vendor and subcontractor (if any) qualifications, financial soundness, and experience.
- B. Background/Key Personnel: Vendor experience and qualifications of key personnel and references.
- C. Proposed Approach: Vendor's proposed approach to providing the services as described in Scope of Services.
- D. Schedule/Timeline: Vendor's proposed schedule and timeline to meet the goals of Space Florida.
- E. Other Relevant Factors: As set forth in subsection 287.055(4) of the *Florida Statutes*.
- F. Presentation (during Part 3 of the Evaluation Process).

Ranking: Vendors will be ranked in a three-part process:

Part 1. Proposals received will be evaluated to ensure that Vendors have met the submittal requirements stated in this RFP.

Part 2. Proposals received will be evaluated and ranked in accordance with the RFP evaluation score sheet (Attachment A). A ranking will be established by totaling the sum of the scores. No less than three (3) Vendors will be scheduled for interviews. Neither the ranking nor the total scores established for the short-listing will be carried forward to the next step of the process.

Part 3. Short-listed Vendors (or all Vendors) will be expected to make a presentation and/or answer questions. The Selection Committee will rank the Vendors in accordance with the RFP Evaluation Score Sheet and the presentation.

Space Florida reserves the right to reject any or all proposals, for any reason, and will not be liable for any Vendor for cost incurred in connection with the preparation and submittal of a proposal or response to this RFP.

Space Florida reserves the right to contact client references listed by the Vendor in its response proposal.

Space Florida will attempt to negotiate an agreement with the top-ranked Vendor. If no agreement is reached with the top-ranked Vendor, negotiations will be terminated and initiated with the second-ranked Vendor, and so on, until an agreement is reached.

The successful Vendor shall be required to execute an agreement which provides, among other things, that any and all plans, drawings, reports, and specifications that result from Vendor's services shall be the property of Space Florida. Upon the successful negotiation of an agreement, a formal contract will be prepared and executed by both parties.

All proposals accepted by Space Florida are subject to Space Florida's Terms and Conditions and any and all additional Terms and Conditions submitted by any Vendor are rejected and shall have no force and effect. The **Summary of Bid Tabulation** with recommended award will be available for review by interested parties at the location where proposals were submitted and will remain available for a period of three (3) business days after the intended decision has been announced.

Compliance with Laws: Contractor shall comply with all laws, rules, codes, ordinances, licensing and

bonding requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, contractor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of such laws shall be grounds for immediate contract termination.

Convicted Vendors: A person or affiliate placed on the convicted Vendor list pursuant to Section 287.133 of the *Florida Statutes* following a conviction for a public entity crime is prohibited from submitting a bid, proposal, or entering into a contract to provide any goods or services to Space Florida for a period of thirty-six months from the date of being placed on the convicted Vendor list.

Discriminatory Vendor: An entity or affiliate placed on the discriminatory Vendor list pursuant to Section 287.134 of the *Florida Statutes* is prohibited from submitting a bid, proposal, or entering into a contract to provide any goods or services to Space Florida for a period of thirty-six months from the date of being placed on the discriminatory Vendor list.

Vendor's Representation and Authorization: In submitting a proposal, each Vendor understands, represents, and acknowledges the following (if the Vendor cannot so certify to any of following, the Vendor shall submit with its proposal a written explanation).

- Vendor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for Vendor to solicit or secure a contract with Space Florida and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Vendor any fee, commission, percentage, gift, or other consideration contingent on or resulting from securing a contract with Space Florida.
- The Vendor is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the proposal, the Vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- To the best of the knowledge of the person signing the proposal, the Vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- The Vendor has fully informed Space Florida in writing of all convictions of the firm, its affiliates (as defined in subsection 287.133(1)(a) of the *Florida Statutes*), and all directors, officers, and employees of the firm and its affiliates for violation of Federal or State Antitrust laws with respect to a public contract for violation of any Federal or State law involving fraud, bribery, collusion, conspiracy or material misrepresentation. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.

- Neither the Vendor nor any person associated with it in the capacity of owner, partner, Director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of funds:
 - Has within the preceding three (3) years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - Has within the preceding three (3) years of this certification had one (1) or more Federal, State, or local government contracts terminated for cause or default.
- The Vendor shall indemnify, defend, and hold harmless Space Florida and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the Vendor's preparation of its proposal.

Trade Secrets and Proprietary Confidential Business Information: Trade secrets and proprietary confidential business information are not solicited, nor desired, as information to be submitted with proposals. The *Florida Statutes* and the State Constitution will govern whether information in a proposal is confidential or exempt from the Public Records Act. If information is submitted in the proposal, which the Vendor deems to be a trade secret or proprietary confidential business information under the provisions of section 288.075 of the *Florida Statutes*, or any other *Florida Statutes*, the information shall be submitted with the proposal in a separate, clearly marked envelope referencing the specific statutory citation for such exemption. In no event will Space Florida be liable in any manner whatsoever to Vendor if Vendor submits information which Vendor believes is confidential or exempt from the Public Records Act and which Space Florida, in its sole discretion, deems not to be confidential or exempt.

Vendor's Cost to Develop Proposal: Costs for developing proposals responsive to this RFP are entirely the obligations of the Vendor and shall not be chargeable in any manner to Space Florida.

Rejection of Proposals: Space Florida reserves the right to reject any and all proposals for any reason whatsoever.

REFERENCES

Florida's Strategic Intermodal System Strategic Plan, Adopted January 29, 2010 http://www.dot.state.fl.us/planning/sis/strategicplan/2010sisplan.pdf
2060 Florida Transportation Plan; http://2060ftp.org/images/uploads/home/2060%20FTP%20Final%2001272011F.pdf
Florida Spaceports: An Analysis of the Regulatory Framework, December 16, 2010 http://www.dot.state.fl.us/research-center/Completed_Proj/Summary_PTO/FDOT_BDL13_977-02_rpt.pdf
Florida Statute, Chapter 331, Part II, Space Florida; http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0300-0399/0331/0331PartIIContentsIndex.html&StatuteYear=2010&Title=-%3E2010-%3EChapter%20331-%3EPart%20II
National Space Policy of the United States of America; http://www.whitehouse.gov/sites/default/files/national_space_policy_6-28-10.pdf
New Commercial Space Transportation Report: Point to Point Commercial Space Transportation in National Aviation System – Final Report, March 10, 2010 http://www.faa.gov/about/office_org/headquarters_offices/ast/media/point_to_point.pdf
Space Florida Spaceport Master Plan 2010; http://www.spaceflorida.gov/docs/misc/spaceport-master-plan.pdf
Space Florida Vision 2020; http://www.spaceflorida.gov/index.php/en/2020-vision
U.S. Department of Transportation, Federal Aviation Administration Advisory Circular, The Airport System Planning Process; http://www.faa.gov/documentLibrary/media/advisory_circular/150-5070-7/150_5070_7.pdf
Space Transportation Concept of Operations Annex for NextGen http://www.faa.gov/about/office_org/headquarters_offices/ast/media/NextGen_ConOps_Space_Annex_final_v1.0.doc